

Cefn Community Council

COUNCIL OFFICE: GEORGE EDWARDS HALL
WELL STREET CEFN MAWR WREXHAM, LL14 3AE

Mrs. T NICHOLLS-SMITH

Clerk to the Council

Telephone

01978 821298 (*Council Office*)

All Communications to

Be addressed to the Clerk

6th May 2022,

Dear Councillor,

You are summoned to attend a meeting of the Annual Meeting of the Council, to be held on **Tuesday 17th May 2022**, commencing at **6.15p.m** to be held at the **George Edwards Hall, Well Street, Cefn Mawr.**

Please note there is an option to attend via Zoom platform (log in Details below on page 3)

Please note voting for all matters will be conducted by a show of hands

Before council business commences there will be a presentation from Vicky Bolton, AVOW to Cllr P Vaughan & Mrs J Jones. Annual Meeting will start at 6.45p.m

Yours sincerely,

Trina Nicholls-Smith

T Nicholls-Smith(Mrs)

Clerk

AGENDAS

AGM

1. Election of Chairperson
2. Apologies, Welcome and Introduction
3. Declaration of office to be received for all members
4. Election of Vice Chairperson
5. Election of Chairperson & Vice Chairperson of Finance & GP Meeting (Currently PB, SBJ)
6. Election of Chairperson & Vice Chairperson of Burial Meeting (Currently PR, GW)
7. Election of Chairperson & Vice Chairperson of Lighting Meeting (Currently AE, BC)
8. Election of Statutory Meetings (Finance, Burial, Lighting – all members)

9. Election of Staffing Committee – (currently PV, DW, PB, SBJ, PR, JP)
10. Election of Christmas Sub-Committee (currently PV, BT, IT, JJ, SBJ, KT,)
11. Election of Project Development Committee (Currently PV, DW, GW, IT, JJ, SBJ)
12. Election of War Memorial Committee (All members)
13. Procedural Matters – Vacancy following election held on 5th May 2022 on Acrefair & Penybryn & Cefn Ward – to be filled by co-option
14. To Confirm Receipt of Councillor Induction pack as listed:
 - Page 1 Declaration of acceptance of office - return to the Clerk at the Annual meeting on 17/05*
 - Page 2 Personal details form – return to the Clerk at the Annual Meeting on 17/05/22*
 - Page 3 Schedule of Meeting 2022/23*
 - Page 4 Members Code of Conduct*
 - Page 5 Good Councillor Guide*
 - Page 6 Standing Orders*
 - Page 7 Financial Regulations*
 - Page 8 Expenditure for 2021/22*
 - Page 9 Income for 2021/22*
 - Page 10 End of Year Full Accounts 2021/22*
 - Page 11 Precept requirements for 2022/23*
 - Page 12 Grants awarded in 2021/22 – Criteria Form & Application Form*
 - Page 13 Annual investment Strategy, Schedule of Assets, Risk Assessment Schedule, Policy on Reserves & Internal Financial Controls*
 - Page 14 Terms of Reference:*
 - War Memorial Committee*
 - Finance Committee*
 - Lighting Committee*
 - Burial Committee*
 - Staffing Committee*
 - Youth Committee*
 - Community Development Committee*
 - Christmas Committee*
15. Day & Times of Meetings (Please refer to schedule in Cllr Induction Pack)
16. To Receive Attendance & Declaration List for year ended April 2022 (copy attached)
17. Correspondence relating to AGM
18. Appointment of the internal auditor (Currently JDH) for 2021/22
19. To confirm Banking Mandate for payments – current signatories are Cllrs PV, DW, & PB
20. To Consider any amendments to Standing Orders (re-adopt) (Please refer Cllr Induction Pack)
21. To Consider Any Amendments to Financial Regulations (re-adopt) (Please refer to the Cllr Induction Pack)
22. Procedural Matters: To Agree and Re-Adopt the following (Please refer to Cllr Induction Pack)
 - (a) Annual Investment Strategy 2022-23
 - (b) Schedule of Assets 2022-23
 - (c) Risk Assessment Schedule 2022-23
 - (d) Policy of Reserves 2021-22
 - (e) Internal Financial Controls
 - (f) Terms of reference for standing committees
23. To Agree Chairmans Allowance for municipal year 2022/23

Cefn Community Council is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us02web.zoom.us/j/89465899853?pwd=RkRhaTBvSWdqY2Q0UE5ncVNvL3BOdz09>

Meeting ID: 894 6589 9853

Passcode: 878948

One tap mobile

+443300885830,,89465899853#,,,,*878948# United Kingdom

+441314601196,,89465899853#,,,,*878948# United Kingdom

Dial by your location

+44 330 088 5830 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 203 901 7895 United Kingdom

+44 208 080 6591 United Kingdom

+44 208 080 6592 United Kingdom

Meeting ID: 894 6589 9853

Passcode: 878948

Find your local number: <https://us02web.zoom.us/j/keBiOL5pJl>